

S/S 15 Feb 67

Changes in force: C 1, C 3, C 4, and C 5

AR 606-5

C 5

PERSONNEL IDENTIFICATION

IDENTIFICATION CARDS, TAGS, AND BADGES

CHANGE

No. 5

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 22 March 1965

AR 606-5, 15 November 1962, is changed as follows:

6. Equipment and material. Rescinded.

6.1 Lamination. (Added) All identification cards described in this regulation will be laminated prior to issuance.

11. Taking pictures. a. Equipment. Identification photography will be provided by Army photographic facilities and TOE authorized identification equipment. In the event * * * suitable for use. Photographs for military dependents, retired officer and enlisted personnel, or members of the Reserve components and civilian employees may be furnished without cost by military installations having facilities, or may be obtained commercially at the individual's expense. Photographs obtained at * * * for identification cards.

* * * * *

46. Disposition of DD Form 1172. (Superseded)
a. Original copy of DD Form 1172 covering DD Forms 1173 issued to dependents of Army personnel will be forwarded to the custodian of the sponsor's Personnel Records Jacket or TAG 201 file, as appropriate, for file. The duplicate copy of the DD Form 1172 will be filed by the issuing authority.

b. Applications covering DD Forms 1173 issued by Army issuing authorities to dependents of mem-

bers of another service will be disposed of as follows:

- (1) U.S. Navy—forwarded to the Navy verifying officer shown in item 23 of DD Form 1172.
- (2) U.S. Air Force—forwarded to the Director of Administrative Services, ATTN: AFDASEA, Headquarters, U.S. Air Force, Washington, D.C., 20330.
- (3) U.S. Marine Corps—forwarded to the Commandant, U.S. Marine Corps, Washington, D.C., 20380.
- (4) All other applications for DD Form 1173 will be returned to the verifying office for file.

55. When issued. (Superseded) DD Form 528 will be issued to all military personnel who are liable to become prisoners of war and may be issued to those individuals departing CONUS for duty elsewhere, or as directed by the Headquarters, Department of the Army.

59. Civilian noncombatants. a. The Geneva Conventions provide that prisoners of war are to be treated with **due regard** to their rank, among other considerations. To facilitate such * * * for other purposes.

* * * * *

The Table of Military-Civilian Relationships for Prisoner of War Identification Purposes, shown on page 22, is superseded by the attached revised table.

Table of military-civilian relationships for prisoner of war identification purposes (Superseded)

| Geneva Convention categories (1) | Military grades (2) | Classification Act and similar categories of personnel (3) | Wage Board employees of Departments of Army and Air Force (4) | Ungraded employees of Department of the Navy (5) |
|--|-----------------------------------|---|---|--|
| V. General officers or prisoners of war of equivalent rank. | O-7 and O-8----- | GS-16 through GS-18; Public Law 313. | | |
| IV. Majors, lt cols, and colonels or prisoners of equivalent rank. | O-4 through O-6.. | GS-12 through GS-15. | L-14 and L-15; S or F-13 through S or F-17. | Masters, foremen, chief quartermen, and equivalents. |
| III. Warrant officers and commissioned officers below the rank of major or prisoners of equivalent rank. | O-1 through O-3; W-1 through W-4. | GS-7 through GS-11. | W-12 through W-15; L-10 through L-13; S or F-7 through S or F-12. | Quartermen, leading-men, planners and estimators, progressmen and other ungraded staff and supervisory personnel above the journeymen level. |
| II. Sergeants and other noncommissioned officers or prisoners of equivalent rank. | E-4 through E-7.. | GS-5 and GS-6... | W-6 through W-11; L-4 through L-9; S or F-1 through S or F-6. | Heads, journeymen and employees in other occupations above the helper level. |
| I. Prisoners ranking below sergeants. | E-1 through E-3.. | GS-1 through GS-4. | W-1 through W-5; L-1 through L-3. | Laborers, helpers and equivalents. |

[AGAO]

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Distribution:

Active Army, NG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for Administration—A.

Changes in force: C 1, C 3, and C 4

PERSONNEL IDENTIFICATION

IDENTIFICATION CARDS, TAGS, AND BADGES

CHANGE }
No. 4 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D C., 20 August 1964

AR 606-5, 15 November 1962, is changed as follows:

24. Preparation. The following special instructions are applicable:

a. Grade. (Superseded) Enter the active duty grade of the recipient, followed by component.

39. To whom issued.

e.1 (Added) Civilians not included in *a* through *e* above who are eligible for privileges referred to in paragraph 38.

41. Application. Application will be * * * submitted as follows:

b. Dependents of retired military personnel.

(1) *Officers and warrant officers.* Application, in duplicate, * * * an Army installation (par. 435(1)). **The primary dependent may initiate the application if the retired member declines to or cannot apply. This application must be verified by the service of the retired member. Verification of 8 or * * * accompany the application.**

(2) *Enlisted personnel.* Application, in duplicate, will be submitted by the retired member, or the primary dependent if the retired member declines to or cannot apply. The issuing authority * * * accompany the application.

45.1 Department of the Army Pamphlet 360-505. (Added) Issuing authorities will furnish one copy of DA Pam 360-505, "Dependents' Medical Care Program" to each dependent being issued a DD Form 1173, if such dependent is eligible for medical care at Government expense. However, when several members of the same family are being processed for issuance of DD Form 1173 and one copy of the pamphlet will be sufficient, the copy will be furnished the sponsor or senior dependent being processed for use of the family.

70. Specifications. *a.* Security identification cards * * * specifications listed herein.

(1) *Security identification cards.* Laminated or embossed * * * specifications listed herein.

e (Superseded) Include name and signature of the person to whom issued, date of birth, height, weight, color of hair and eyes, sex, and such other description as individually appropriate.

80. Civilian use.

* * * * *
✓ *1.* Civilian employees of the Department of the Army and dependents of such employees, and of military personnel, who are proceeding to Japan, Korea, Norway, or Okinawa will be issued identification tags and necklaces as a part of normal oversea processing.

[AGAO]

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army, NG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for Administration—A.

**PERSONNEL IDENTIFICATION
IDENTIFICATION CARDS, TAGS, AND BADGES**

CHANGE

No. 3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 7 January 1964

AR 606-5, 15 November 1962, is changed as follows:

22. Application. (As superseded by C 2, 4 Sep 63) *a.* Application will be made on DA Form 428, in duplicate.

b. For initial issue of DD Form 2A (green) at training centers and reception stations where group processing is accomplished the following items on DA Form 428 may be eliminated: 3, 4, 8 through 16; signature of applicant if not prepared by individual concerned.

23. Issue. DD Form 2A (green) will be issued—

a. (As superseded by C 2, 4 Sep 63). As soon as facilities permit after induction, entry on active duty, initial appointment, integration of an officer into the Regular Army, enlistment or reenlistment (when there is a break in service of more than 24 hours), except that cards will not be issued to replacement stream personnel while being processed through Armed Forces examining stations, induction stations, or recruiting main stations. Cards may be issued at reception stations providing the three-day processing schedule prescribed in AR 612-10 is not adversely affected.

42. Eligibility determinations. *a.* Eligibility determinations will * * * regarding dependency determinations. When the application is submitted to the Finance Center, U.S. Army, Indianapolis, Indiana 46249, for determination, notification of the determination will be placed in block 18 of DD Form 1172 by that office.

Note. (As added by C 2, 4 Sep 63) Civilian personnel and their dependents who accompany a foreign military force to the United States are not authorized medical care from civilian sources at Army expense. Further, these individuals are not authorized medical care in Army medical treatment facilities except emergency care and care at those isolated installations where Army civilian employees and their dependents are provided care.

44. Determination of "effective date" for medical care in civilian medical facilities.

f. (As superseded by C 2, 4 Sep 63) In the case of foreign Army personnel of the NATO nations and their dependents, 1 July 1963, or date of assignment in the United States.

49. To whom issued. DA Form 1602 may be issued to—*a.* Civilians employed by the Department of the Army, including those paid from nonappropriated funds, and civilian marine personnel engaged for duty on Army vessels.

*This change supersedes C 2, 4 September 1963.

g. Rescinded.

50. When issued. (Superseded) Except for personnel traveling overseas, time of issue is discretionary with the issuing authority.

a. Personnel traveling overseas on permanent change of station Department of the Army orders will be issued DA Form 1602 upon arrival in the overseas area, if required.

b. Personnel traveling on TDY from CONUS to overseas areas will be issued DA Form 1602 during processing.

[AGAO]

By Order of the Secretary of the Army:

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army, NG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for Administration—A.

PERSONNEL IDENTIFICATION

IDENTIFICATION CARDS, TAGS, AND BADGES

CHANGE

No. 2

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 4 September 1963

AR 606-5, 15 November 1962, is changed as follows:

✓ 22. **Application.** (Superseded) a. Application will be made on DA Form 428, in duplicate.

b. For initial issue of DD Form 2A (green) at training centers and reception stations where group processing is accomplished the following items on DA Form 428 may be eliminated: 3, 4, 8 through 16, signature of applicant if not prepared by individual concerned.

✓ 23. **Issue.** DD Form 2A (green) will be issued—

✓ a. (Superseded) As soon as facilities permit after induction, entry on active duty, initial appointment, integration of an officer into the Regular Army, enlistment or reenlistment (when there is a break in service of more than 24 hours), except that cards will not be issued to replacement stream personnel while being processed through Armed Forces examining stations, induction stations, or recruiting main stations. Cards may be issued at reception stations providing the three-day processing schedule prescribed in AR 612-10 is not adversely affected.

* * * * *

42. **Eligibility determinations.**

* * * * *

✓ **Note.** (Added) Civilian personnel and their dependents who accompany a foreign military force to the United States are not authorized medical care from civilian sources at Army expense. Further, these individuals are not authorized medical care in Army medical treatment facilities except emergency care and care at those isolated installations where Army civilian employees and their dependents are provided care.

44. **Determination of "effective date" for medical care in civilian medical facilities.**

* * * * *

✓ f. (Superseded) In the case of foreign Army personnel of the NATO nations and their dependents, 1 July 1963, or date of assignment in the United States.

[AGAO]

AR 606-5

By Order of the Secretary of the Army:

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army, NG, and USAR: To be distributed in accordance with DA
Form 12-9 requirements for DA Regulations—Administration—A.

TAGO 559A

c2

S/S

PERSONNEL IDENTIFICATION IDENTIFICATION CARDS, TAGS, AND BADGES

CHANGES

No. 1

AR 606-5, 15 November 1962, is changed as follows:

A. Types.

* * * * *

b. DD Form 2A (Res) (red) (Identification Card), issued to members of the Reserve Components not on active duty, **certain members of the Reserve Components on active duty and active duty for training**, and to persons transferred to the Retired Reserve or placed on the Officer's Honorary Retired List, who apply therefor (sec. IV).

* * * * *

9. Issue. (Superseded) Specific information pertaining to the issue of identification cards is set forth in the appropriate sections dealing with the various types of identification cards. However, international agreements pertaining to documentation requirements for land route travel to Berlin (highway and rail) make it mandatory that all personnel and their dependents so traveling be in possession of identification documents reflecting data which is correct and current in every respect, including the current grade of the individual concerned. Consequently, notwithstanding any limitations contained elsewhere in these regulations, in the case of personnel and/or dependents whose destination is Berlin, a new identification card will be issued if the card currently held is not correct in every respect. See paragraphs 4 e(8) and g(14), AR 55-46, and paragraph 5e, AR 612-35.

✓ 27. Scope. a. This section provides for the issue of DD Form 2A (Res) (red) to members of the Reserve Components not on active duty, **certain members of the Reserve Components on active duty and active duty for training**, personnel transferred to the Retired Reserve, and personnel placed on the Officer's Honorary Retired List.

* * * * *

28. Application. a. DD Form 2A (Res) will be issued upon individual application, in duplicate, on DA Form 428 as follows:

(1) *Ready Reserve personnel.*

* * * * *

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D.C., 20 June 1963

✓(b) Ready Reserve personnel not assigned to Army Reserve units will apply to the appropriate Commanding General, U.S. Army Corps or **oversea commander, as appropriate.**

✓(c) (Added) Members of the Army Reserve on active duty for training (RFA ACDUTRA), who do not already possess a DD Form 2A (Res), may apply to the commander of the active Army unit to which attached.

✓(d) (Added) Members of the Army Reserve (officer and enlisted) and officers and warrant officers of the Army National Guard of the United States on active duty, who do not already possess a DD Form 2A (Res), may apply to their active Army unit commander, or to the commander of the transfer activity or other activity effecting separation immediately prior to release from active duty.

✓ A. Rescinded.

✓ 29. Issue. a. Determination of categories of reservists to be issued DD Form 2A (Res) is **discretionary with the responsible Commanding General, U.S. Army Corps, except that each otherwise eligible reservist who applies therefor will also be issued the card.** Each reservist issued * * * by proper authority.

* * * * *

✓ e. (Superseded) Upon application, members of the Reserve Components identified in paragraphs 28a(1) (c) and (d), on active duty or active duty for training, will be given initial or replacement issue of DD Form 2A (Res). DD Form 2A (Res) may be retained when the reservist is authorized and issued DD Form 2A (green) under section III.

* * * * *

33. Eligibility.

* * *
 ✓ *b.* (Superseded) Verification of 8 or more years on full-time duty in the active military service, excluding active duty for training, of a member or former member entitled to retired or retirement pay under title 10, United States Code, sections 1331-1337 (formerly title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948) is required for authorization of medical care and must accompany the application. Retirement orders issued after July 1956 to retired Army personnel in this category indicate length of service. When required, verification of length of service may be obtained from the Commanding Officer, U.S. Army Records Center, 9700 Page Boulevard, St. Louis, Mo.

35. Issue.

* * *
 ✓ *b.* In the case * * * *be so forwarded.* In such cases, issuing authorities will complete all entries except photograph, fingerprints, expiration date, and signature of applicant and issuing officer, before the card is mailed to the recipient assuring that "No MEDICARE" is entered in the proper block in all cases where appropriate (pars. 33*b* and 36*d*). Instructions will be * * * and lamination accomplished.

36. Preparation.

* * *
 ✓ *e.* *Signature* (Added). The code "INC" will be entered in case of incompetency, or of physical incapacity which prevents the cardholder from signing.

38. Purpose.

* * *
b. These regulations in * * * the following regulations:

- ✓ (1) *Medical care.* AR 40-3, AR 40-121, and AR 40-125.

42. Eligibility determinations.

* * *
 ✓ *c.* (Added) Installation commanders will determine eligibility of foreign Army personnel, accompanying civilian personnel, and dependents of both, of the NATO nations, who in connection with their official duties are stationed in or passing

through the United States, on the basis of the information furnished on the DD Form 1172. If deemed necessary, additional documentation may be required to be submitted with the application. (For a listing of the NATO nations, see paragraph 25*a*(1), AR 40-3, or paragraph 4, AR 40-125.)

43. Determination of dependency for medical care benefits. a. General (Superseded).

- (1) Under the provisions of the Dependents' Medical Care Act and the implementing regulations (AR 40-121), actual dependency is not a consideration in determining the eligibility for medical care of an unmarried legitimate child (including an adopted child or a stepchild) under 21 years of age, except as indicated in AR 40-125 and (2)(*c*) below, of a wife or unremarried widow. The mere existence of the relationship in question establishes the eligibility of these individuals for medical benefits. All other dependents, however, who are eligible for medical care under the Act must be dependent on the member or former member for over one-half of their support.
- (2) Eligible dependents of foreign Army personnel and accompanying civilian personnel who in connection with their official duties are stationed in or passing through the United States are—
 - (a) A wife.
 - (b) A husband if he is dependent on the member for over one-half of his support.
 - (c) An unmarried legitimate child, including an adopted child or stepchild, who is dependent on the member for over one-half of his support and who either—
 1. Has not passed his 21st birthday.
 2. Is incapable of self-support because of a mental or physical incapacity that existed prior to his reaching age 21; or
 3. Has not passed his 23d birthday and is enrolled in a full-time course of study in an approved institution of higher learning.

✓ *b. Dependents of military personnel.*

(1) *By the applicant.* The signature of
* * * determining dependency status:

* * * *

✓ (a) Dependency implies an existing condition. Dependency during a * * * determining current dependency.

* * * *

44. Determination of "effective date" for medical care in civilian medical facilities.

* * * *

✓ f. (Added) In the case of foreign Army personnel, accompanying civilian personnel and dependents of both, of the NATO nations, 1 July 1963, or date of assignment in the United States.

45. Preparation. Preparation of DD Form 1173 will include the following:

* * * *

✓ c. Expiration date (item 3). The expiration date will be determined as follows:

* * * *

[AGAO-C]

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army, NG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for DA Regulations—Administration—A.

(10.1) (Added) For foreign military personnel and their dependents enter the scheduled date of departure from the United States.

* * * *

✓ 64. Responsibilities. Heads of Headquarters, Department of the Army staff agencies; major CONUS commands; ZI Army commanders, Commanding General, Military District of Washington, U.S. Army; and major overseas commands are responsible for determination of the need for and the issue of DA Form 1095. Request for this * * * Army, Washington 25, D.C.

80. Civilian use.

* * * *

✓ b. Tags so issued will identify the individual as a United States national, including name (as specified on passport or identification card) where applicable, date of birth, sex, and service number of sponsor where applicable. Religious preference will * * * United States National."

* * * *

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

S/S 15 Feb '67

C 1, 2, 3, 4, 5,

*AR 606-5

ARMY REGULATIONS

No. 606-5

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25. D.C., 15 November 1962

PERSONNEL IDENTIFICATION

IDENTIFICATION CARDS, TAGS, AND BADGES

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*These regulations supersede AR 606-5, 8 July 1959, including C 1, 12 May 1960; C 3, 12 May 1961; and C 4, 31 January 1962.

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SECTION I

GENERAL

1. Purpose. These regulations govern the use, preparation, issue, accountability, and disposition of identification cards, tags, and badges issued in connection with the official business of the Department of the Army, including security identification cards and badges used in controlling the security of Army installations and activities. The issue of any identification cards and badges not authorized herein is prohibited without the prior approval of Headquarters, Department of the Army.

2. Reproduction. Reproduction in any manner of any of the DD or DA forms listed is prohibited.

3. Definitions. *a. Dependent.* The term "dependent" is considered to be as defined in the regulations applicable to the privilege or facility authorized, except that the definition of "dependent" contained in AR 40-121 is considered to be applicable to medical care furnished under AR 40-3.

b. Protected personnel. Protected personnel are defined as—

- (1) Medical personnel exclusively engaged in the search for, or the collection, transport, or treatment of the wounded or sick, or in the prevention of disease, and staffs exclusively engaged in the administration of medical units and establishments, as well as chaplains attached to the Armed Forces.
- (2) The staffs of National Red Cross Societies and those of other voluntary aid societies, duly recognized and authorized by their governments, who may be employed on the same duties as the personnel in (1) above, are placed on the same footing as such personnel, provided that the staffs of such societies are subject to military laws and regulations.
- (3) The religious, medical, and hospital personnel of hospital ships and their crews.
- (4) The religious, medical, and hospital personnel assigned to the medical or spiritual care of members of the Armed Forces and other persons who are at sea and who are wounded, sick, or shipwrecked (in-

cluding forced landings at sea or from aircraft).

4. Types. *a.* DD Form 2A (green) (Identification Card), issued to military personnel on active duty, including members of the Reserve Components ordered to active duty for a period of more than 30 days (sec. III).

b. DD Form 2A (Res) (red) (Identification Card), issued to members of the Reserve Components not on extended active duty, and to persons transferred to the Retired Reserve or placed on the Officer's Honorary Retired List, who apply therefor (sec. IV).

c. DD Form 2A (Ret) (gray) (Identification Card) issued to retired Army personnel who are entitled to receive retired pay (sec. V).

d. DD Form 1173 (Uniformed Services Identification and Privilege Card), issued to dependents, totally disabled veterans, foreign military personnel, and certain civilians who are eligible for medical care in civilian and/or military facilities and other privileges on military installations and activities (sec. VI).

e. DA Form 1602 (Civilian Identification Card), issued to civilian employees of the Department of the Army and other civilians who regularly require official identification, either in the continental United States or overseas (sec. VII).

f. DD Form 528 (Geneva Conventions Identification Card), issued to appropriate military personnel of the Army on active duty who are liable to become prisoners of war, or as otherwise directed by the Headquarters, Department of the Army (sec. VIII).

g. DD Form 489 (Noncombatants Certificates of Identity), issued at the discretion of oversea commanders or as directed by the Department of the Army to civilian noncombatants and civilian protected personnel who are liable to become prisoners of war (sec. IX).

h. DA Form 1095 (Accident Investigator's Identification Card) issued by heads of Headquarters, Department of the Army staff agencies and major commanders to military and civilian headquarters safety directors, safety engineers, and other key safety personnel (sec. X).

i. Security identification cards and badges, issued for the identification of appropriate military personnel, civilian employees, contractor employees, and visitors, as an aid in controlling the security of Army installations and activities, and critical and sensitive areas located thereon (sec. XI).

j. Identification tags, issued to each member of the Army of the United States on active duty. They may be issued to civilians also at the discretion of the commander concerned (sec. XII).

5. Mailing. a. Shipment of partially processed identification cards will be by certified mail.

b. When necessary to transmit processed cards, regular first class mail will be used unless specific circumstances require use of certified mail.

6. Equipment and material. The Chief Signal Officer will procure, store, and issue photographic equipment, photographic supplies, and

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laminating equipment and materials for plastic coating of all identification cards described in these regulations except for special plastics required for identification cards and badges described in section XI. Identification photography will be provided by photographic laboratories and photographic agencies authorized by the Chief Signal Officer and by TOE units authorized identification equipment. Because of a shortage throughout the Army, photographic and laminating equipment on hand will be utilized to the maximum extent possible. If additional equipment is required, letter request will be submitted through command channels to the Chief Signal Officer, ATTN: SIGAP-5, Department of the Army, Washington 25, D.C. AR 108-5, AR 725-50, and AR 10-50, will be used as guides for preparation of justification.

6.1 Lamination added per C-5

SECTION II

GENERAL PROCEDURES

7. Scope. This section prescribes general procedures for processing identification cards. Special procedures which are not generally applicable to all cards are set forth in the appropriate sections.

8. Issuing authorities. a. Commanders of major continental and oversea commands, armies, and subordinate commanders designated by them.

b. Installation commanders.

c. The Adjutant General.

d. Other commanders specifically designated by the Secretary of the Army.

e. Commanding Generals, U.S. Army Corps.

f. State adjutants general (DD Form 2A (Res) (red)), for Army National Guard of the United States personnel not on active duty, and (DD Form 1173 (Uniformed Services Identification and Privilege Card)) for dependents of Army National Guard of the United States personnel performing full-time duty training for periods in excess of 30 days, in accordance with regulations prescribed by the Chief, National Guard Bureau. Any card issued to a dependent prior to the entry of the military member on active duty for training in excess of 30 days, or on extended active duty, will be retained by the appropriate Army National Guard official as prescribed by the Chief, National Guard Bureau, until time of such entry

upon active duty, and will be returned for destruction to the appropriate official upon termination of the period of active duty of the military member.

9. Issue. Specific information pertaining to the issue of identification cards is set forth in the appropriate sections dealing with the various types of identification cards. However, international agreements pertaining to documentation requirements for *land route travel to Berlin (highway and rail)* make it mandatory that personnel and their dependents so traveling be in possession of identification documents reflecting data which is correct and current *in every respect*, including the grade of the individuals concerned. This agreement applies only to personnel and their dependents assigned to units in Berlin; it does not apply to personnel assigned elsewhere in USAREUR. Consequently, notwithstanding any limitations contained elsewhere in these regulations, in the case of personnel and/or dependents whose final destination is Berlin, a new identification card will be issued if the card currently held is not correct in every respect. See paragraphs 4e(8) and 4g(14), AR 55-46, and paragraph 5e, AR 612-35.

10. Processing. Issuing authorities will designate responsible personnel who will—

a. Verify identity of the applicant.

b. Insure proper and complete preparation of all cards, tags, and badges.

c. Process applications in accordance with these regulations for those persons who can report in person to place of issue.

d. Prescribe the procedure for issuance for those persons who cannot report in person to place of issue.

e. Insure that the reverse side of DD Form 2A (green), and DD Form 489, issued to protected personnel, as defined in paragraph 3, is over-stamped by an ordinary rubber stamp or over-printed in the form of a cross made up of a double line, each line to be not over one thirty-second of an inch in width with approximately one thirty-second of an inch between the lines. The overall height and width of the cross will be one and one-half inches. Impressions will be made with red, permanent, waterproof type ink. In the center of the stamp the word "CHAPLAIN" or "MEDIC" will be clearly reproduced. Caution will be taken not to obscure the fingerprint portion of the card. DD Form 528 will be over stamped in a like manner on the front.

f. Inform recipient that the identification card must be in his possession at all times.

g. Insure that card is receipted for. *See C-5*

11. Taking pictures. a. *Equipment.* In the event the organization designated to take identification pictures does not have standard identification camera equipment, an expedient camera may be utilized. If an expedient camera is used, the image size must be carefully determined so that the final print will be suitable for use. Photographs for military dependents, retired officer and enlisted personnel, or members of the Reserve Components and civilian employees may be furnished without cost by Army, Navy, or Air Force installations having facilities, or may be obtained commercially at the individual's expense. Photographs obtained at the individual's expense may be in black and white or in color, but must conform to the general specifications set forth herein. Group photographs are not authorized for identification cards.

b. *Finished picture.* Final picture will be one by one and five-sixteenth inches. The largest image that will include all of the subject's head and the information on the title board and still fit within these dimensions must be used. (Two

photographs will be prepared when processing DD Forms 2A (green) (par. 24c)).

c. *Preparation of Title Board Set PH-273.*

(1) DD Forms 2A, 2A (Res), 2A (Ret), and 1173, and DA Form 1095 require that the subject's name be included in the photograph affixed thereto. Lettering will be started 1 inch from the top of the title board. The board will be prepared with the subject's last name on the top line, and first name and middle initial on the second line. Care will be taken to provide a minimum of 1-inch blank space on each edge of the board. No other information will appear on the title board unless otherwise specified in appropriate sections of these regulations. The subject will be requested to inspect the board prior to photographing to make certain that his or her name is correct.

(2) The provisions of (1) above, are applicable to only DD Forms 2A, 2A (Res), 2A (Ret), and 1173 and DA Form 1095. Use of title boards, containing either the subject's name or the serial number of the card, is optional on other cards since its main purpose is to facilitate matching photographs and cards prior to lamination.

d. *Posing the subject.* A white background is desired in the final photograph. An even light should illuminate the subject, with care being taken so far as possible to prevent squinting. The subject should be directed to look into the camera lens when the exposure is made. If glasses are worn, the photographer will insure that the lenses do not reflect light into the camera lens. In some cases it will be necessary, and is permissible, to request the subject to remove his glasses. The title board must be straight and preferably in line with the subject's collar tips. However, this will be dependent upon the height of the individual, and may be varied somewhat to conform to the image size desired. Identifying insignia indicating organizational designation will not appear on the photograph. Such insignia includes regimental numerals which are frequently worn on collar ornaments, branch, regimental, or organizational insignia worn on officers' shoulder tabs and

shoulder patches, regardless of the shoulder on which the insignia is worn. Uniform without head covering will be worn by military personnel. Uniform is not required for retired military personnel.

e. Paper. The final prints will be made on single weight paper. Any heavier weight paper will interfere with proper lamination of the completed identification card.

f. Processing negatives and prints. When normal procedures are used in negative development, the prints should be printed slightly darker than normally required since the lamination process tends to lighten the print. When fast development methods are used, necessary adjustments will be made to obtain the same results.

12. Fingerprinting. *a.* Fingerprints necessary for the preparation of identification cards will be made in accordance with the instructions contained in TM 11-403. However, only the fingerprints of the left and right index fingers are used. Care must be exercised to insure clear legible impressions. In the event that an individual has either or both of those fingers missing, a notation will be made in the space provided, and prints of the next finger will be substituted.

b. Prior to lamination, the fingerprints on the card will be checked for legibility. If the imprints appear smudged or spotted because of temporary scar tissue, it is advisable, if time permits, for the individual to return at a later date (within 3 weeks) for fingerprinting. If time does not permit, notation will be made on the card to the effect that suitable fingerprints could not be made at that time, and request will be made for reissue of a card at a later date when the fingers are in better condition for fingerprinting.

13. Signatures. On those portions of the card requiring signatures, the use of a sharp-pointed pen which might tear or injure the fibers of the paper insert will be avoided. The extreme pressure and temperature to which the card is subjected may cause the paper insert to split or explode at that point during the lamination process.

14. Preparation of paper insert for lamination. *a.* A small amount of rubber cement or other nonstaining adhesive may be used to affix the print to the paper insert while assembling the stack of cards for lamination. A simple paste made of flour and water has been found to be satisfactory, provided a minute amount is used.

Care will be taken when assembling the paper insert and plastic sheets to leave a trimming margin of at least one-sixteenth inch on each side. The laminated card will not be trimmed too closely since the use of the corner rounder may break the air seal and render the card useless.

b. When placed on the paper insert, the photograph will be centered so that the edges are parallel to the edges of the paper insert.

c. Lamination will be in accordance with the instructions contained in TM 11-2369 and TM 11-2317.

15. Accountability. Forms listed in paragraphs 4 *a, b, c, d, e, g,* and *h* are accountable, and issuing authorities will maintain a record of each card issued and of each card destroyed prior to issue.

16. Loss. Loss will be reported promptly on DA Form 428 (Application for Identification Form), or DD Form 1172 (Application for Uniformed Services Identification and Privilege Card) as appropriate, which will serve also as an application for issuance of a new card, provided the individual continues to be otherwise eligible therefor. DA Form 428 or DD Form 1172 will contain a statement to include the circumstances surrounding the loss, action taken to effect recovery, and card number if available.

17. Surrender and disposition. *a.* Cards will be surrendered to appropriate authority upon—

- (1) Expiration.
- (2) Change in status affecting eligibility therefor.
- (3) Replacement by another card, except as provided in paragraphs 29*e* and 35*d*.
- (4) Cancellation by proper authority for cause.
- (5) Determination by commander concerned that card is no longer required.

b. Appropriate authorities will establish control procedures to insure that military personnel will not be released from active duty, nor will connections with civilians be officially terminated until the individual has surrendered his identification card or has submitted a sworn statement satisfactorily explaining the circumstances surrounding its loss.

c. Surrender of DD Forms 1173 will be as follows:

- (1) DD Form 1173 (Uniformed Services Identification and Privilege Card) is the

property of the United States, is not transferable, and must be surrendered by the sponsor when appropriate, or by the individual, upon any change in status affecting eligibility, expiration of the card, or upon request of the military authorities. When circumstances arise or conditions change so as to terminate eligibility prior to the expiration date on DD Form 1173, the transfer activity, other separating authority, or other appropriate official, will notify the sponsor and/or the prime dependent (or guardian or agent) of the effective date of such termination, and request surrender of DD Form 1173. Certified mail, return receipt requested, delivery restricted to addressee, will be used when mail notification is required.

- (2) A sponsor or the individual who during transfer processing or at time of separation (including retirement) cannot surrender DD Forms 1173 issued to his dependents will be required to complete Section II, DD Form 1407 (Dependent

Medical Care and DD Form 1173 Statement for filing in his Personnel Records Jacket as a permanent document.

d. In case of death in other than combat areas, a reasonable effort will be made by the appropriate commander to recover the cards of deceased persons.

e. Cards recovered or spoiled will be destroyed by burning. No certificate of destruction is necessary.

18. Supply of blank forms. Forms prescribed herein will be requisitioned through normal publications supply channels with the exception of DA Form 1095 (Accident Investigator's Identification Card) referred to in paragraph 4h, which will be procured as prescribed in section X, and security identification cards and badges referred to in paragraph 4i, which will be procured as prescribed in section XI.

19. Disposition of records. Disposition of records prescribed herein will be governed by the provisions of AR 345-274, AR 345-265, and AR 640-10, as applicable.

SECTION III

MILITARY IDENTIFICATION—ACTIVE DUTY

(DD Form 2A (green) (Identification Card))

20. Scope. This section provides for the issue of DD Form 2A (green) to military personnel on active duty. DD Form 2A (green) will be issued to all military personnel on active duty *for more than 30 days*, including protected personnel, members of the Army Reserve and the Army National Guard of the United States serving on active duty for training, and persons appointed to the United States Military Academy. Chaplains in the Army and officers, warrant officers, and enlisted personnel of the Army Medical Service within the categories defined in paragraph 3 are protected personnel.

21. Responsibility. All personnel to whom DD Form 2A (green) is issued are individually and personally responsible for insuring that the card is in their possession at all times.

22. Application. Application will be made on DA Form 428, in duplicate.

23. Issue. DD Form 2A (green) will be issued—

a. As soon as facilities permit after induction, entry on active duty, initial appointment, integration of an officer into the Regular Army, enlistment or reenlistment (when there is a break in service of more than 24 hours), except that cards will not be issued to replacement stream personnel while being processed through Armed Forces examining stations, induction stations, recruiting main stations, or reception stations.

b. Upon expiration of card.

c. Upon change of grade. In case of promotion, a new card will be issued immediately to personnel promoted from E-5 to E-6; for all other grades, a new card will be issued if or when the date of issue of the current card is 3 years prior to date of promotion. In case of demotion, a new card will

be issued immediately upon accomplishment of demotion (par. 9).

d. Upon loss or mutilation, or to correct an error other than changes in weight.

24. Preparation. The following special instructions are applicable:

a. *Grade.* Enter the active duty grade of the recipient, followed by component, except that for nonprior service enlisted personnel entering basic combat training, the grade entered will be private rather than recruit.

b. *Expiration date.*

- (1) For regular Army officers on active duty, enter "Indefinite."
- (2) For enlisted personnel of the Regular Army who have enlisted for a specific period, enter the date of expiration of period of enlistment, plus approximately 3 months.
- (3) For enlisted personnel of the Regular Army who have enlisted for an indefinite period, enter the date which is 3 years subsequent to the date of issue of card.
- (4) For personnel called, ordered, or inducted into the Army for service under the Universal Military Training and Service Act, as amended, enter a date which is approximately 3 months after expiration of term of service.
- (5) For officer personnel of the Reserve Components on active duty for an indefinite period, enter "Indefinite."
- (6) For personnel who remain temporarily on active duty after the normal release date in order to receive medical or dental treatment, or for a similar reason, when

such additional active duty results in the issue of DD Form 2A (green) to replace an identification card which has expired, enter date which is 1 year after date of issue.

- (7) For members of the Army National Guard of the United States and the Army Reserve who are serving 3 or 6 months' active duty for training, enter the date which is 3 or 6 months, as appropriate, after the date of entrance upon active duty. In addition, for such members less than 18½ years of age, enter the date on which they will become 18½ years of age in large letters across the seal to the right of the picture on the face of the card.

c. *Photograph.* Two photographs will be prepared. One will be affixed to DD Form 2A (green) and the other will be attached to the original copy of DA Form 428 and filed in the individual's Personnel Records Jacket.

25. Surrender. When death occurs in combat areas, the identification card will remain on the person of the deceased until removal of personal effects by graves registration personnel. After removal, the card will be forwarded to Chief of Support Services, Department of the Army, who is charged with the responsibility for destroying such cards by burning after they have served their purpose.

26. Disposition of DA Form 428. The original of DA Form 428 will be filed in the individual's Personnel Records Jacket under the provision of AR 640-10. The duplicate of DA Form 428 will be retained by the issuing officer and filed in numerical order by serial number of card.

SECTION IV

IDENTIFICATION FOR RESERVE COMPONENT PERSONNEL

(DD Form 2A (Res) (red) (Identification Card))

27. Scope. a. This section provides for the issue of DD Form 2A (Res) (red) to members of the Reserve Components not on active duty, personnel transferred to the Retired Reserve, and personnel placed on the Officers' Honorary Retired List.

b. The Chief, National Guard Bureau is re-

sponsible for issuing appropriate instructions for issuance of DD Form 2A (Res) to members of the Army National Guard of the United States not on active duty.

28. Application. a. DD Form 2A (Res) will be issued upon individual application, in duplicate, on DA Form 428 as follow

(1) *Ready Reserve personnel.*

- (a) Ready Reserve personnel assigned to Army Reserve units will apply to their unit commander.
- (b) Ready Reserve personnel not assigned to Army Reserve units will apply to the appropriate Commanding General,

c 1 (c) *U.S. Army Corps. See Schedule c 1*
 (2) *Standby Reserve personnel and Retired Reserve personnel.* Standby Reserve personnel and Retired Reserve personnel will apply to the Commanding Officer, U.S. Army Records Center, 9700 Page Boulevard, St. Louis 32, Missouri.

- (3) *Personnel placed on the Officers' Honorary Retired List.* Personnel placed on the Officers' Honorary Retired List will apply to the Commanding Officer, U.S. Army Records Center, 9700 Page Boulevard, St. Louis 32, Missouri.

b. Replacement issue is authorized only as follows:

- (1) To replace an expired identification card.
- (2) To replace a lost or mutilated card or to correct an error.
- (3) Upon change of identification data, except for change of grade or changes in weight due to normal gains or losses.

c. A new card will not be issued solely because of transfer between the Army Reserve and the Army National Guard of the United States.

d. DD Form 2A (Res) will not be issued at transfer stations, transfer points, or any activity separating individuals from active duty.

29. Issue. *a.* Determination of categories of reservists to be issued DD Form 2A (Res) is discretionary with the responsible Commanding General, U.S. Army Corps, except that each otherwise eligible reservist who applies therefor will also be issued the card. Each reservist issued a card will be advised that he must have it in his possession at all times and on his person during the periods of Reserve duty training and active duty for training, unless withdrawn by proper authority.

b. To the extent practicable, cards will be issued at unit assemblies or other meetings of groups of personnel of the Army Reserve.

c. Obligation of travel funds to make identification photographs of Reserve Component personnel is prohibited. When unit assemblies or meetings are not in the immediate vicinity of a photographic facility, the issuing authority will place an identification camera on loan to the Reserve unit if practicable and if the number of photographs to be taken warrants such action.

d. In the case of an applicant who cannot report in person to a place of issue, a partially processed card will be forwarded to the applicant by certified mail. *In no case will a blank card be so forwarded.* In such cases, issuing authorities will complete all entries except photograph, fingerprints, expiration date, and signatures of applicant and issuing officer before the card is mailed to the recipient. Instructions will be included with the card advising the applicant regarding entering of his signature in the proper block and obtaining fingerprints and an appropriate photograph. Any available facilities in the local community may be utilized to record fingerprints on the card. The applicant may secure a photograph without cost at most military installations or he may secure a photograph at his own expense. Photographs secured at personal expense must meet the requirements set forth in paragraph 11. Upon return to the issuing authority, expiration date, photograph, and issuing officer's signature will be added to the card, and lamination accomplished.

e. Members of the Reserve Components on active duty will not be given initial or replacement issue of DD Form 2A (Res); however, this does not preclude issue of the form to members of the Army Reserve on active duty for training. DD Form 2A (Res) may be retained when the reservist is authorized and issued DD Form 2A (green) under section III.

f. Members of the Army National Guard of the United States and Army Reserve ordered to perform active duty training for less than 30 days will be identified for privilege purposes as prescribed in regulations governing the various privileges (par. 38).

30. Preparation. *a.* In the "Grade" block, enter the grade the recipient holds in the Army Reserve, for example, "Capt. USAR." For personnel transferred to the Retired Reserve or placed on the Officers' Honorary Retired List, type the grade

followed by the appropriate abbreviation describing the status in which retired, for example, "Lt, Ret Res" or "Maj, Hon Ret."

b. Expiration date will be determined as follows:

- (1) For officers and warrant officers, enter "Indefinite."

- (2) For enlisted personnel, enter the date of expiration of term of service or period of obligation.
- (3) For enlisted personnel transferred to the Army Reserve to fulfill a period of obligated service (see AR 135-90), enter the date of completion of the period of obligation.

SECTION V

IDENTIFICATION FOR RETIRED ARMY PERSONNEL

(DD Form 2A (Ret) (gray) (Identification Card))

31. Scope. This section provides for the issue of DD Form 2A (Ret) (gray) to retired Army personnel who are entitled to receive retired pay. For identification cards issued to persons transferred to the Retired Reserve and officers placed on the Officers' Honorary Retired List, see section IV.

32. Application. DD Form 2A (Ret) will be issued upon individual application on DA Form 428, in single copy—

a. *Personnel being retired.* To the commanding officer of the installation performing retirement processing.

b. *Retired personnel.* To the commanding officer of the nearest Army installation or the commander of the major Army command concerned.

33. Eligibility. a. Eligibility of the retired member will be established by retirement or advancement orders, listing in the U.S. Army Register, or such other proof as may be available.

b. Verification of 8 or more years on full-time duty in the active military service, excluding active duty for training, of a member or former member entitled to retired or retirement pay under title 10, United States Code, sections 1331-1337 (formerly Title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948) is required for authorization of medical care and must accompany the application. Retirement orders issued after July 1956 to retired Army personnel in this category indicate length of service. When required, verification of length of service may be obtained from The Adjutant General, ATTN: AGPF, Department of the Army, Washington 25, D.C.

34. Return of supporting documents. Documents presented by applicants in support of their eligibility will be returned to the owner after they have served their purpose. The disposition of any such documentation will be noted in the "Remarks" section of the application.

35. Issue. a. DD Form 2A (Ret) will be issued at the time an officer or enlisted member is temporarily or permanently retired, or upon individual application therefor at any time thereafter.

b. In the case of an applicant who cannot report in person to a place of issue, a partially processed card will be forwarded to the applicant by certified mail. *In no case will a blank card be so forwarded.* In such cases, issuing authorities will complete all ~~entires~~ ^{entires} except photograph, fingerprints, expiration date, and signatures of applicant and issuing officer, before the card is mailed to the recipient assuring that "No MEDICARE" is entered in the proper block in all cases where appropriate (pars. 33b and 36d). Instructions will be included with the card advising the applicant regarding entering his signature in the proper block and obtaining fingerprints and an appropriate photograph. Any available facilities in the local community may be utilized to record fingerprints on the card. The applicant may secure a photograph without cost at most military installations or he may secure a photograph at his own expense. Photographs secured at personal expense must meet the requirements set forth in paragraph 11. Upon return to the issuing authority, expiration date, photograph and issuing officer's signature will be added to the card, and lamination accomplished.

c. Replacement issue is authorized only as follows:

- (1) To replace a lost or mutilated card or to correct an error.
- (2) When a retired Regular Army enlisted person or warrant officer is advanced to warrant or commissioned grade on the retired list subsequent to retirement.

d. Possession of DD Form 2A (Ret) by a person who is retired and eligible to receive retired pay does not prohibit possession also of DD Form 2A (green) if he is recalled to active duty, or DD Form 2A (Res) if he is a member of a Reserve Component.

36. Preparation. The following special instructions are applicable:

a. *Grade.* In the "Grade" block, enter the highest grade for which the individual is entitled to receive retired pay with an appropriate notation as follows:

- (1) Individuals retired for length of active Federal service: "Col RA" for Regular Army retired, "Col AUS" for Army of the United States retired.
- (2) Individuals retired at age 60 for satisfactory completion of Federal service

under title 10, U.S.C. 1331: "Col ARNGUS" for members of the Army National Guard of the United States, and "Col USAR" for members of the Army Reserve.

- (3) Individuals retired for physical disability regardless of length of service: "Col RA" or "Col AUS" as appropriate. The words "Retired for Physical Disability" will be typed or overprinted across the shield to the left front of the card.

b. *Expiration date.* The expiration date will be "Indefinite" except for members on the Temporary Disability Retired List, who will be issued cards having an expiration date 5 years from initial placement on the Temporary Disability Retired List.

c. *Service number.* Individuals on the Emergency Officers Retired List will have the notation "EORL" entered in lieu of service number.

d. *Medical care.* In the block following the "Date of Issue" block, enter "No MEDICARE" for members retired under title 10, U.S.C. 1331 with less than 8 years' active service to indicate lack of entitlement to medical care. This block will be left blank in all other cases.

2. added C1

SECTION VI

UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD Form 1173)

37. Scope. This section outlines the responsibilities of commanders and prescribes procedures for the issue of DD Form 1173.

38. Purpose. a. The DD Form 1173 is used to identify persons eligible for medical care, commissary privileges, exchange patronage, and admission to military theaters. It does not replace DA Form 1602 (Civilian Identification Card) (sec. VII) for civilians ordered overseas or for persons who require military identification while in a travel status, or for local identification not involving the granting of privileges. Installation commanders will assure that members with dependents are aware of the importance that their dependents be in possession of DD Forms 1173 for privilege identification purposes. Further, that if identification cards which have been issued to their dependents are due to expire prior to termination of eligibility for such cards, it is the responsibility of the member to make application

for a reissue prior to the expiration date. Failure of sponsors to make prompt application for initial issue, or reissue upon expiration, of DD Form 1173 may result in their dependents being deprived of privileges to which they are entitled and, in the case of medical care, severe hardship may result where application is delayed until after the dependent becomes ill.

b. These regulations in no way alter requirements for the establishment of eligibility for privileges; such eligibility, and the use of available facilities and privileges, are governed by the following regulations:

- (1) *Medical care.* AR 40-3 and AR 40-121.
- (2) *Commissary privileges.* AR 31-200.
- (3) *Exchange patronage.* AR 60-20.
- (4) *Admission to military theaters.* AR 28-62.

39. To whom issued. a. Dependents 10 years of age and older (including unremarried widows

and widowers) who require military identification for privilege control or other purposes, except as provided in section VII. DD Form 1173 will be issued to dependents less than 10 years of age who require military identification because of residence with a guardian, divorced wife, or other person not eligible for medical care under existing regulations, or who, because of other special circumstances, require military identification. Medical care and other privileges will normally be furnished children under 10 years based upon certification of eligibility made by the sponsor or other family member and identification card or other documentary evidence of the sponsor's or family member's eligibility therefor.

Note. Adoption of the child of an active duty, retired, or deceased member by a third party terminates the child's eligibility for medical care.

b. Totally disabled veterans and their dependents entitled to commissary or exchange patronage.

c. Dependents of members of the Army National Guard of the United States and Army Reserve ordered to perform full time duty training for a period in excess of 30 days (par. 8f).

d. Foreign military personnel and their dependents.

e. Dependents of integrated officers. When the status and service number of an officer change by reason of his integration into the Regular Army under the provisions of the Regular Army Augmentation Program, DD Forms 1173 previously issued to his dependents and bearing his former reserve status and service number will be replaced by new DD Forms 1173 reflecting his altered status and service number.

2dd 2f. DD Forms 1173 will not be issued to any person requiring privilege identification for less than 30 days.

40. Cross-servicing. The uniformed services have agreed to assist each other in the issue of DD Forms 1173. Applicants will obtain verification of the application form from the applicant's or sponsor's parent service before requesting issue of the DD Form 1173 from another service.

41. Application. Application will be made on DD Form 1172 (Application for Uniformed Services Identification and Privilege Card) in duplicate. The application will list all eligible members of the family who are 10 years of age or older. A separate application, in duplicate, will be sub-

mitted in those cases where the determination of dependency will be made by the Commanding General, Finance Center, U.S. Army (par. 43). Applications will be submitted as follows:

a. *Dependents of military personnel on active duty.*

(1) *Officers and warrant officers.* Application will be submitted to the issuing authority. Applicant's signature will suffice to determine dependency (par. 43b(1)). Applicant will complete item k, Section II, "MC(C) Effective Date," for each dependent eligible for medical care in civilian medical facilities, in accordance with paragraph 44. The issuing authority will determine the privileges to which each dependent is entitled, the date on which eligibility for these privileges will expire, and will then issue DD Form 1173 for each dependent claimed, unless obvious error exists in the execution of DD Form 1172, in which case it will be corrected. If the dependents do not reside with the sponsor, the sponsor will complete the application as outlined above and forward both copies to the principal dependent who may obtain DD Forms 1173 from the nearest Army installation. (Application must be verified by sponsor's personnel officer if dependents desire to obtain DD Forms 1173 from any other uniformed service installation near them.)

(2) *Enlisted personnel.* Application will be submitted to the personnel officer, who will verify the dependency of primary dependents (wife, unmarried legitimate children, stepchildren, and adopted children (for whom there are properly certified court adoption papers) under 21 years of age). The personnel officer will also determine the privileges to which each dependent is entitled, the "effective date" of eligibility for medical care in civilian medical facilities for each dependent, when authorized, and the date on which eligibility for privileges will expire. The "effective date" for civilian medical care will be determined in accordance with paragraph 44. If the

dependents do not reside with the sponsor, both copies of the application form (with dependency of primary dependents and privilege eligibility verified by the personnel officer) will be forwarded to the principal dependent, who may obtain DD Form 1173 from the nearest uniformed service installation. In cases concerning dependents other than the primary dependents cited above, both copies of the application form will be forwarded through military channels to the Commanding General, Finance Center, U.S. Army, ATTN: Allotment and Deposits Operations, Indianapolis 49, Indiana, for determination in connection with medical care benefits.

If the service member declines to or cannot submit an application for an eligible dependent, the dependent, a guardian, a designated agent, the member's commanding officer, or any installation commander may initiate the application. Verification of dependency of wife and unmarried legitimate children, stepchildren, and adopted children (for whom there are properly certified court adoption papers) under 21 years of age will be made by the member's personnel officer. The personnel officer will also determine the privileges to which each dependent is entitled, the "effective date" of eligibility for medical care in civilian medical facilities for each dependent, when authorized, and the date on which eligibility for privileges will expire. The "effective date" for civilian medical care will be determined in accordance with paragraph 44. The application, in duplicate, will then be forwarded to the principal dependent who may obtain DD Form 1173 from the nearest uniformed service installation. When other than primary dependents are involved, the application, in duplicate, will be forwarded through military channels to the Commanding General, Finance Center, U.S. Army, ATTN: Allotment and Deposits Operations, Indianapolis 49, Indiana, for determination of dependency.

b. Dependents of retired military personnel.

- (1) *Officers and warrant officers.* Application, in duplicate, will be submitted by the retired officer who may personally certify as to dependency status without further verification when applying at an

Army installation (par. 43b(1)). Verification of 8 or more years on full-time duty in the active military service, excluding active duty for training, of a member or former member entitled to retired or retirement pay under title 10, United States Code, sections 1331-1337 (formerly title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948) is required for authorization of medical care and must accompany the application.

- (2) *Enlisted personnel.* The member will submit an application, in duplicate, for his dependents. The issuing authority will verify the dependency of the wife and unmarried legitimate children, stepchildren, and adopted children (for whom there are properly certified adoption papers) under 21 years of age. All other cases will be forwarded through military channels to the Commanding General, Finance Center, U.S. Army, ATTN: Allotment and Deposits Operations, for verification of dependency. Verification of 8 or more years on full-time duty in the active military service, excluding active duty for training, of a member or former member entitled to retired or retirement pay under title 10, United States Code, sections 1331-1337 (formerly Title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948) is required for authorization of medical care and must accompany the application.

c. Dependents of deceased and incompetent members or dependents of deceased and incompetent retired members (including members of the Army Air Corps who died prior to September 1947), or a designated agent or guardian acting in behalf of a dependent when the dependent is incompetent or a minor child. Application, in duplicate, will be submitted by the dependent, guardian, or designated agent to the nearest Army installation or major commander. Proof of identity of the sponsor may be established by copy of report of death issued by Headquarters, Department of the Army, or appropriate civilian agencies, proof of retirement (if appropriate), and evidence of relationship acceptable to the

verifying agency. Verification of dependency of wife, unremarried widow, and unmarried legitimate children, stepchildren, and adopted children under 21 years of age will be made by the issuing authority to whom the application is submitted; cases involving other dependents will be forwarded through military channels to the Commanding General, Finance Center, U.S. Army, ATTN: Allotment and Deposits Operations, Indianapolis 49, Indiana, for determination.

d. Totally disabled veterans and their dependents. Application, in duplicate, will be submitted by the veteran to the nearest Army installation or major commander. Current proof is required that the veteran is in fact totally disabled, that he is currently receiving medical care and treatment in a hospital or private domicile through the Veterans Administration, and that such treatment is being received on a regular basis.

e. Foreign military personnel and their dependents. Application, in duplicate, will be submitted by the individual in accordance with instructions issued by the installation commander concerned in compliance with local directives.

f. Civilians not included in a through e above. Application, in duplicate, will be submitted by the individual in accordance with instructions issued by the installation or oversea commander concerned.

g. Return of supporting documents. Documents presented by applicants to establish their eligibility will be returned to the owner after they have served their purpose. The disposition of any such documentation will be noted in the "Remarks" section of the application.

h. Reissue. Reissue will be accomplished in the same manner as initial issue; however, DD Forms 1173 will not be reissued solely because of changes in the grade of the sponsor, except as provided for in paragraph 9.

i. Designation of agents for commissary privileges. AR 31-200 permits individuals authorized commissary privileges, except military personnel serving on active duty for periods of less than 30 days, to designate agents for the purpose of making commissary purchases in their behalf and sets forth requirements which must be met by individuals in order to qualify for designation as agents. Designation of agents will be made in item 18, "Remarks," at the time of completion of

DD Form 1172. Verifying officials completing item e, section II, "Privilege Authorized," on DD Form 1172 will indicate authorization for commissary privileges, only for individuals designated as agents, unless the individual to whom the card is to be issued is also the applicant, for example, a widow authorized commissary privileges. Authorization for commissary privileges for individuals listed in section II, DD Form 1172, other than designated agents, will not be entered.

42. Eligibility determinations. *a. Eligibility determinations* will be made in accordance with applicable regulations, giving due consideration to the status of the sponsor, normal separation date of the sponsor, relationship of the dependents, and date on which dependency status will change. Verification will be based upon information contained in the individual's personnel records or obtained from other official sources. See paragraph regarding dependency determinations.

b. When verification is accomplished by the issuing authority, notation will be made on DD Form 1172 as follows: Verified by issuing authority. C. added C1 - note added see c 2

43. Determination of dependency for medical care benefits. *a. General.* Under the provisions of the Dependents' Medical Care Act and the implementing regulations (AR 40-121), actual dependency is not a consideration in determining the eligibility for medical care of an unmarried legitimate child under twenty-one (including an adopted child or a stepchild) or of a wife. Nor is an unremarried widow required to have been dependent on the former service member to be eligible for medical care. The mere existence of the relationship in question establishes the eligibility of these individuals for medical benefits. All other dependents, however, who are eligible for medical care under the Act must be dependent on the member or former member for over one-half of their support.

b. Dependents of military personnel.

(1) *By the applicant.* The signature of the officer or warrant officer submitting the application will suffice to determine dependency of all dependents claimed. Officers will be guided by the following criteria in determining dependency status:

(a) Dependency implies on existing condition. Dependency during a prior

period, or the possibility of future dependency, may not be considered in determining current dependency.

- (b) For dependents other than those discussed in *a* above, the officer must be responsible, either by cash contributions or by the value of services given (such as room and board) for more than 50 percent of his dependent's support. The dependent's monetary income from all sources other than the sponsor must be less than 50 percent of the monthly expenses. Rent or interest received from holdings of any kind will be considered as income. However, possession of real estate, cash, bonds, or stocks will not in itself cause a determination of nondependency.
- (c) When dependency cannot be determined, or the officer is in doubt as to his certification, the case will be submitted to the Commanding General, Finance Center, U.S. Army, ATTN: Allotment Operations, Indianapolis 49, Ind., for a determination of dependency.
- (2) *By the personnel officer or issuing authority.* The personnel officer or issuing authority will make the determination of dependency in connection with the following dependents of enlisted members, deceased or incompetent members, and officers and warrant officers who decline to or are unable to submit such an application:
 - (a) Wife or unremarried widow.
 - (b) Unmarried legitimate children, stepchildren, or adopted children (for whom there are properly certified court adoption papers) under 21 years of age.
- (3) *By the Finance Center, U.S. Army.* The Finance Center, U.S. Army, will determine dependency in the following cases involving the dependents of enlisted members, deceased or incompetent members, and officers and warrant officers who decline to or are unable to submit an application:
 - (a) Doubtful cases involving wife or children (common-law wife, a divorce granted in Mexico or other foreign country, an adopted child for whom there are no properly certified court adoption papers, etc.).
 - (b) Parents or parents-in-law.
 - (c) Husband or unremarried widower.
 - (d) Unmarried legitimate child, adopted child, or stepchild who is over 21 years of age but who is incapable of self-support because of a mental or physical incapacity that existed before that birthday.
 - (e) Unmarried legitimate children, adopted children or stepchildren over 21 but under 23 years of age who are enrolled in a full-time course of study at an approved institution of higher learning.
- (4) *Documentation of cases submitted to Finance Center, U.S. Army.* Evidence submitted to Finance Center, U.S. Army will include all pertinent facts and supporting papers, and so much of the following as may be applicable:
 - (a) A statement as to whether the dependent in question was claimed as an exemption on the last submitted income tax return; the Internal Revenue District to which the return was submitted, or, if not claimed, the reason therefor.
 - (b) Whether the dependent is occupying Government quarters, and if so, for what periods.
 - (c) The reasonable total market value of all income-producing property (including real estate, cash on hand or in the bank, securities, annuities, etc.) owned by a dependent parent, husband, or widower.
 - (d) The actual personal living expenses and the total income (including wages, compensation, pensions, alimony, annuities, retirement benefits, contributions, etc.) of the dependent parent, husband, or widower.
 - (e) The total contributions (including all cash and the reasonable value of all items such as quarters and subsistence furnished) made by the sponsor toward the support of a dependent parent, husband, or widower.

- (f) In all cases where the claim is based on the mental or physical incapacity of a child over 21 or an unremarried widower, a statement from a duly licensed physician or medical officer will be submitted, indicating that the child or unremarried widower is mentally or physically incapacitated and as a result is incapable of self-support, and the period of such incapacity.

- (g) In cases involving unmarried children, adopted children, or stepchildren over 21 but under 23 years of age who are enrolled in a full-time course of study at an institution of higher learning, the name and location of the institution will be furnished.

Where any of the above information has been previously furnished to the Finance Center, U.S. Army, in connection with a claim for quarters or other allowances, reference to the date and place of submission may be made in the "Remarks" section of DD Form 1172 in lieu of furnishing additional statements.

c. Dependents of persons other than military personnel. Determinations of dependency will be made within the continental United States by installation commanders and overseas by major overseas commanders or commanders designated by them. Questionable cases will be referred to the Commanding General, Finance Center, U.S. Army, ATTN: Allotment and Deposits Operations, Indianapolis 49, Indiana. Cases so referred will include all pertinent facts and supporting papers.

d. Other dependents. Forwarding of determination cases to the Commanding General Finance Center, U.S. Army will not be permitted to delay issuance of DD Forms 1173 to other dependents in the same family whose eligibility has been determined or when the card is to be used for purposes other than medical care. A card may be issued authorizing privileges other than medical care, pending determination of eligibility for medical care.

44. Determination of "effective date" for medical care in civilian medical facilities. The "effective date" for commencement of eligibility for medical care in civilian medical facilities, *when authorized*, will be the latest of the following, as appropriate:

a. 7 December 1956 (effective date of Dependents Medical Care Act (10 U.S.C. 1071)); or

b. Date of marriage to sponsor; or

c. Date of sponsor's last entry on active duty after a break in service of more than 24 hours; or

d. Date of sponsor's initial entry on continuous active duty (no break in service of more than 24 hours); or

e. In the case of children, the date of birth; of adoption by sponsor; or on which the child became a dependent of sponsor.

45. Preparation. Preparation of DD Form 1173 will include the following:

a. General. Cards will have a photograph prepared in accordance with paragraph 11 and laminated between two sheets of plastic. In the case of an applicant who cannot report in person to a place of issue, a partially processed card will be forwarded to the applicant by certified mail. *In no case will a blank card be so forwarded.* In such cases, issuing authorities will complete all entries except photograph, expiration date, and signatures of applicant and issuing officer before the card is mailed to recipient. Instructions will be included with the card advising the applicant regarding entering of signature in the proper block and obtaining an appropriate photograph. The applicant may secure a photograph without cost at most military installations or may secure a photograph at applicant's own expense. Photographs secured at personal expense must meet the requirements set forth in paragraph 11. Upon return to the issuing authority, expiration date, photograph, and issuing officer's signature will be added to the card, and lamination accomplished (par. 47).

b. Geographical limitations on validity. A limiting entry will be included in item 3, after or below the expiration date, on cards issued to persons whose privilege eligibility under applicable regulations is limited to one installation, command, or area (*Examples*: "30 Jun 65—VALID ONLY FT BELVOIR" or "1 Aug 64—VALID ONLY USAREUR.")

c. Expiration date (item 3). The expiration date will be determined as follows:

- (1) For dependents of members serving on a specific tour of enlistment, enter the date of expiration of enlistment.
- (2) For dependents of members serving on a contracted period of duty, enter the

- date the tour of duty will be completed.
- (3) For dependents of Regular Army officers, Reserve officers serving on an indefinite status, enlisted personnel serving on an indefinite enlistment, and retired personnel (other than those on the Temporary Disability Retired List); enter a date 6 years from the date of issuance, unless the dependent will become ineligible by reason of age at an earlier date, in which case enter the earlier date.
 - (4) For dependents of members placed on the Temporary Disability Retired List, enter a date 5 years from the date of initial placement on the Temporary Disability Retired List.
 - (5) For dependent children, enter date of sponsor's expiration of enlistment or tour of duty, or day before child's 21st birthday, whichever is earlier.
 - (6) For dependent children over 21 but under 23 years of age who are attending school, enter date of sponsor's expiration of enlistment or tour of duty or day before child's 23d birthday, whichever is earlier.
 - (7) For dependent children over 21 years of age who are incompetent, enter date of sponsor's expiration of enlistment or tour of duty, or 6 years from date of issuance, whichever is earlier.
 - (8) For unremarried widows or widowers of deceased personnel, enter a date 2 years from date of issuance.
 - (9) For children and dependent parents and parents-in-law of deceased personnel, enter a date 6 years from date of issuance, unless, in the case of a dependent child, the dependent child becomes ineligible by reason of age at an earlier date, in which case enter the earlier date.
 - (10) For totally disabled veterans and their dependents, enter a date 1 year from date of issuance.
 - (11) For persons not included above, enter a date 2 years from date of issuance, earlier date on which status affecting eligibility may change, or such earlier date as may be prescribed by the applicable regulations or the issuing authority. As exception, a maximum of 6 years from date

of issue may be entered at the discretion of the issuing authority on cards valid only in oversea commands.

- (12) No card will be issued which has an expiration date beyond 6 years from issuance date. Never enter "Indefinite" in this block.
- (13) For persons eligible for identification cards for two separate reasons, type the words "DUAL STATUS" immediately above the expiration date. (*Example: A retired service member who is also the wife of an active duty or retired member.*)

d. Name and relationship. Item 4 will contain the name of the individual and his relationship to the sponsor. Relationship will be uniformly coded, after the name, as follows:

W—wife, H—husband, S—son, D—daughter, F—father, M—mother, FL—father-in-law, ML—mother-in-law, U—unremarried widow, UW—unremarried widower, (*Example: Jane J. Doe—W*). When issued to a person who is not a dependent, the words "and relationship" will be lined out. Persons in dual status (*e*(13) above), will have both recorded in this space (*Example: Mary Smith—W; also ANC/Ret N4567890*).

e. Date of birth of bearer (item 9). When circumstances permit children over 21 entitlement to medical care, indicate after date of birth "INC" for incompetency, or "SCH" for attendance at an approved institution of higher learning (*Examples: 1 Jun 41—INC; 20 Apr 41—SCH*).

f. Grade and name of sponsor (item 10). Line out "and name of sponsor" and enter civilian grade when card is issued to civilian employees. Enter "NA" for "not applicable" when appropriate.

g. Service and status of sponsor (item 11). Service will be shown as Army, Navy, Air Force, and Marine Corps, Coast Guard "C&GS" for the commissioned corps of the Coast and Geodetic Survey, and "PHS" for the United States Public Health Service. When the card is issued to a person who is not a dependent, the words "of sponsor" will be lined out. Status will be uniformly coded, after service, as follows:

AD—active duty, RET—retired, D—deceased, CIV—civilian, FM—foreign military personnel, DAV—totally disabled veteran,

RES—Army Reserve, NG—Army National Guard.

h. Authorized patronage (item 13). Unauthorized privileges will be obliterated prior to lamination and issue. The word "commissary" will be obliterated on cards issued to persons other than those designated as agents, unless the person to whom the card is issued is also the applicant (para. 41i).

i. Signature (item 14). Signature of cardholders in those instances when the individual is too young to sign, his name will be replaced by entry of the word "Infant." The code "INC" will be entered in case of incompetency, or of physical incapacity which prevents the cardholder from signing.

j. Medical care and facilities authorized (items 15a and 15b).

(1) *Medical care in Uniformed Services facilities (item 15a).* The positive entry of "Yes" will be placed in item 15a when bearer is entitled to medical care in Uniformed Services facilities.

(2) *Medical care in civilian medical facilities (item 15b).* The positive entry of "Yes" will be placed in item 15b when bearer is entitled to civilian medical care. If entry of "Yes" is made, the "effective date" for commencement of eligibility to civilian medical care also will be placed in item 15b, immediately following the entry "Yes." (*Example: Yes—1 Jun 61.*) The "effective date" entered on the card will be the date indicated in item "k", Section II, "MC(C) Effective Date," on DD Form 1172, pertaining to the recipient of the card.

Unauthorized facilities will be blocked out. SINCE THE AUTHORIZATION CONTAINED IN THIS ITEM INVOLVES EXPENDITURE OF GOVERNMENT FUNDS,

IT IS IMPERATIVE THAT THE WORD "YES," WHEN ENTERED, BE PROPERLY PLACED AS PRESCRIBED ABOVE, THAT EFFECTIVE DATE FOR CIVILIAN MEDICAL CARE, WHEN AUTHORIZED, BE ACCURATE AND THAT UNAUTHORIZED FACILITIES BE TOTALLY OBLITERATED.

Note. Improper preparation and negligence in verification, certification, and issuance of DD Form 1173 can cause servicemen and dependents, especially dependents other than spouse and children, to become heavily indebted. Furthermore, improper issuance of the card results in adverse public relations with members of the civilian medical profession and civilian hospitals. It is essential that commanders take positive action to insure that applications are properly certified and cards are properly prepared.

k. Corrections. No alterations, erasures, or strikeovers will appear on any DD Form 1173 issued. ANY CARD CONTAINING SUCH CHANGES IS VOID, AND WILL BE CONFISCATED UPON PRESENTATION AT ANY ARMY INSTALLATION OR FACILITY. 45-1-odd-C4

46. *Disposition of DD Form 1172.* Original copy of DD Form 1172 covering DD Forms 1173 issued to dependents of Army personnel will be forwarded to the custodian of the sponsor's Personnel Records Jacket or TAG 201 file, as appropriate, for file. The duplicate copy of the DD Form 1172 will be filed by the issuing authority. Applications covering DD Forms 1173 issued by Army issuing authorities to dependents of members of another service will be forwarded to the Commandant of the Naval District in which the individual resides, the Director of Administrative Services, ATTN: AFCAS-60M, Headquarters, United States Air Force, Washington 25, D.C., or the Commandant, United States Marine Corps, Washington 25, D.C., as appropriate. All other applications for DD Forms 1173 will be returned to the verifying office for file.

SECTION VII

CIVILIAN IDENTIFICATION

(DA Form 1602 (Civilian Identification Card))

47. Scope. This section provides for the issue of DA Form 1602. This standard identification card is designed for identifying civilian employees of the Department of the Army and other civilians who regularly require official identification in connection with the business of the Department of the Army, both in the continental United States and overseas. DD Form 1173 (sec. VI) will be used for issue to civilians who require privilege identification, except that DA Form 1602 will continue to be issued to civilians other than dependents of military personnel traveling overseas.

48. Responsibilities. Commanders of major commands and heads of Army staff agencies are responsible for determination of the need for and use of DA Form 1602. Authority to determine need may be delegated. DA Form 1602 may be used solely for identification or, additionally, as an installation or building pass.

49. To whom issued. DA Form 1602 may be issued to—

a. Civilians employed by the Department of the Army, including those paid from nonappropriated funds.

b. Civilian industrial contractors' employees working on projects and contracts for the Department of the Army.

c. Civilians employed by other than Government agencies who must establish their identity as one of the requirements for entry into installations, facilities, or activities.

d. Dependents of civilian employees overseas. This credential is not authorized for issue to children under 16 years of age under any condition or to children of any age dependent upon the sponsor for over one-half of their support but in the legal custody of another person.

e. Red Cross personnel serving with the Armed Forces of the United States.

f. Other civilians for whom there is a need for identification as determined by the issuing authority.

g. DA Form 1602 will not be issued to civilian marine personnel engaged for duty on Army ves-

sels. DA Form 55-261 (Civilian Marine Personnel—Transportation Corps—Identification Card) will continue to be issued to this category of personnel as prescribed by Marine Personnel Regulations TCP 80-4-1.

50. When issued. Except for personnel traveling overseas, time of issue is discretionary with the issuing authority. Personnel traveling overseas on Department of the Army orders will be issued DA Form 1602 during processing for over-sea movement.

51. Application. Application will be made on DA Form 428 (one copy).

52. Preparation. The following special instructions are applicable:

a. *Installation.* The office of employment, command, or installation of issue will be entered. For personnel being assigned to an oversea command, enter the oversea command concerned.

b. *Status.*

- (1) For civilian employees of the Department of the Army, the term "Civilian Employee" normally will be entered. The office or agency of employment also may be shown at the discretion of the issuing authority. (*Examples:* "Civilian Employee, Fifth Army," "Civilian Employee, The Engineer Center," "Civilian Employee, U.S. Army, Europe.") For such employees as those performing inspections in connection with work on Army contracts, a term may be used which is descriptive of the special duties performed. (*Examples:* "Food Inspector," "Building Inspector.")
- (2) For civilian employees of other Government agencies, enter the term "Civilian Employee" and the name of the agency or office of employment.
- (3) For industrial or contractors' personnel, enter "Manufacturers' Representative," "Consultant," or the appropriate term and name of employer. (*Examples:* "Manufactures' Representative, General

Electric Co.," "Consultant, Johns Hopkins University.")

- (4) For employees of welfare and recreational agencies, enter the title of the individual's job and the name of the agency. (*Examples:* "Assistant Field Director, American National Red Cross," "Hostess, United Service Organizations.")
- (5) For dependents, enter "Dependent of" followed by information identifying the principal, as outlined in (1) through (4) above.

c. Expiration date. When issued to civilian employees of the Department of the Army or their dependents on a permanent or semipermanent basis, the word "Indefinite" may be entered at the discretion of the issuing authority. An appropriate expiration date of not more than 4 years

from the date of issue will be entered in all other cases.

d. Unit, section, branch, or activity. Make appropriate entry when DA Form 1602 is being prepared for use as a building pass. When DA Form 1602 is intended for other purposes, enter "not applicable."

53. Surrender. DA Form 1602 will be surrendered upon expiration, termination of eligibility, or for persons overseas, to the oversea commander upon return of holder to the United States unless the oversea commander determines that there is a further need for the card in connection with official duty. Any person who returns to the United States under orders which provide for return to the oversea area following leave or visit in the United States will be permitted to retain DA Form 1602.

SECTION VIII

MILITARY IDENTIFICATION

(DD Form 528 (Geneva Conventions Identification Card))

54. Scope. This section provides for the issue of DD Form 528 to members of the Army on active duty, including protected personnel, as required by the Geneva Conventions of 1949. Chaplains in the Army and officers, warrant officers, and enlisted members of the Army Medical Service within the categories listed in paragraph 3 are protected personnel. Under pertinent articles of these Conventions, identification cards issued to individuals in or proceeding to specified oversea areas must be issued in duplicate. DD Form 2A (green) issued to all personnel on active duty with the Army serves as the first or original certificate of identification for Geneva Conventions purposes and will be retained on the person of the individual at all times. DD Form 528 will be issued as the second

or duplicate copy which may be surrendered to the capturing authorities. *SSC-5*

55. When issued. DD Form 528 will be issued to all military personnel liable to become prisoners of war or as otherwise directed by the Headquarters, Department of the Army.

56. Preparation. The following special instructions are applicable:

a. Grade. Type grade as prescribed in paragraph 24.

b. Branch of service. Enter the Armed Force to which the individual is assigned or attached, i.e., "United States Army." The indication of a branch of the Army, such as Infantry or Armor, is prohibited.

SECTION IX

CIVILIAN NONCOMBATANTS AND CIVILIAN
PROTECTED PERSONNEL—GENEVA CONVENTIONS

(DD Form 489 (Noncombatants Certificate of Identity))

57. Scope. This section provides for the issue of DD Form 489 for use as prescribed by the Geneva Conventions of 1949 for identification of civilian noncombatants and civilian protected personnel who accompany the Armed Forces of the United States in areas of armed conflict, or as otherwise directed by the Headquarters, Department of the Army and who are liable to capture and detention by the enemy as prisoners of war.

58. Geneva Conventions identification. In accordance with pertinent articles of the Geneva Conventions of 1949 relative to the treatment of prisoners of war, DD Form 489 will be issued in duplicate. The first copy will be retained by the individual and kept on his person at all times in order that he may identify himself satisfactorily in the event of capture as a prisoner of war. The second copy also will be retained by the individual and will be used as the duplicate which may be surrendered to the capturing authorities.

59. Civilian noncombatants. a. The Geneva Conventions provide that prisoners of war are to be treated with the regard due to their rank, among other considerations. To facilitate such treatment, the following table of military-civilian relationships, based largely on Congressional action in establishing grades and salaries for military and civilian employees, has been established and will be used for prisoner of war identification purposes. These relationships have been developed specifically to conform with the pattern for advances of pay to prisoners of war established by article 60 of the Geneva Conventions of 12 August 1949, and it is not intended by these regulations to require their use for other purposes.

b. For the purpose of these regulations, the appropriate Geneva Conventions categories of civilian noncombatants, including personnel not directly employed by the Federal Government, who accompany the Armed Forces of the United States in regions of war and armed conflict, will be determined as follows:

- (1) Experts, consultants, and other special categories of personnel directly employed by the Federal Government will be assigned an appropriate category based upon a salary or grade comparison with civilian employees listed in columns 3, 4, and 5 of the table.
- (2) Nonappropriated fund employees and regular employees of service organizations (such as United Service Organizations, Young Men's Christian Association, Salvation Army, etc.) will be assigned an appropriate category based upon a salary or grade comparison with civilian employees listed in columns 3, 4, and 5 of the table.
- (3) Advisors, observers, contractors' representatives and employees, and similar categories of non-Federal personnel will be assigned an appropriate category based upon the individual's standing in his profession or line of work and the difficulty and responsibility of the duties to be performed.
- (4) Professional entertainers will be assigned an appropriate category. Category will be determined, upon recommendation of the United Service Organizations, based upon the professional standing of the individual in the entertainment field.
- (5) Red Cross personnel will be placed in category III.
- (6) Accredited news media representatives will be assigned to the assimilated rank of major as prescribed in paragraph 8b, AR 360-60.
- (7) Aliens hired locally in foreign areas may be assigned an appropriate category.

60. Civilian protected personnel. a. Civilian religious, medical, and hospital personnel of hospital ships and their crews will be assigned an appropriate category from the table.

b. Civilian religious, medical, and hospital personnel assigned to the medical or spiritual care of members of the Armed Forces and other persons, when such members of the Armed Forces and other persons are at sea and are wounded, sick, or shipwrecked (including forced landings at sea by or from aircraft) will be assigned an appropriate category from the table.

c. Civilian religious, medical, and hospital personnel exclusively engaged in the search for, or the collection, transport or treatment of, the wounded or sick, or in the prevention of disease, and staffs exclusively engaged in the administration of medical units and establishments will be assigned an appropriate category from the table.

d. The staff of National Red Cross societies and that of other voluntary aid societies, duly recognized and authorized by their governments, exclusively engaged in the search for, or the collection, transport, or treatment of the wounded or sick, in the prevention of disease, and in the administration of medical units and establishments, provided that staffs of such societies are subject to military laws and regulations, will be placed in category III.

61. When issued. DD Form 489 will be issued—

a. To personnel within oversea commands at the discretion of the oversea commander, or proceeding to areas as specified by the Secretary of the Army.

b. Upon loss or mutilation, to correct an error, or upon reclassification and placement in a different Geneva Conventions category.

62. Preparation. The following special instructions are applicable:

a. DD Form 489 will be issued in duplicate, each card bearing the same serial number.

b. The "assimilated grade, rate or rank" space on the reverse side of DD Form 489 will indicate, for other than accredited news media representatives, the range or level of military grades included in the assigned category rather than a specific assimilated military rank. *For example*, for personnel placed in category III, "WO THRU CAPT" will be entered.

c. In the space "military service," insert "U.S. Army."

Table of Military-Civilian Relationships for Prisoner of War Identification Purposes

| Geneva Conventions categories (1) | Military grades (2) | Classification Act and similar categories of personnel (3) | Wage Board employees of Departments of Army and Air Force (4) | Ungraded employees of Department of Navy (5) |
|--|-----------------------------------|---|--|---|
| V. General officers or prisoners of war of equivalent rank. | O-7 and O-8----- | GS-16 through GS-18. | | |
| IV. Majors, lieutenant colonels, and colonels or prisoners of war of equivalent rank. | O-4 through O-6-- | GS-12 through GS-15. | WB 28 and above; WBS/WF 13 and above. | Masters, foremen, chief quartermen, and equivalents. |
| III. Warrant officers and commissioned officers below the grade of major or prisoners of war of equivalent rank. | O-1 through O-3; W-1 through W-4. | GS-7 through GS-11. | WB 18 through WB 27; WBS/WF 7 through 12. | Quartermen; leadingmen, planners and estimators, progressmen and other ungraded staff and supervisory personnel above the journeyman level. |
| II. Sergeants, corporals, and other noncommissioned officers or prisoners of war of equivalent rank. | E-4 through E-9-- | GS-5 and GS-6-- | WB 6 through WB 17; WBS/WF 1 through 6. | Journeyman and other Group III, and equivalents. |
| I. Prisoners ranking below corporals. | E-1 through E-3-- | GS-1 through GS-4. | WB 1 through 5----- | Laborers, helpers, and equivalents. |

SECTION X

ACCIDENT INVESTIGATOR'S IDENTIFICATION CARD

(DA Form 1095)

63. Scope and purpose. This section provides for issue of DA Form 1095 to military personnel and civilian employees of the Department of the Army. DA Form 1095 will be used for the following purposes only:

a. By safety personnel who have a substantive requirement for positive identification when investigating Army installations and activities.

b. To permit safety personnel freedom of action in investigating conditions incident to accidents in which military or civilian personnel are involved, Government property is damaged, or the Department of the Army has an interest.

64. Responsibilities. Heads of Headquarters, Army staff agencies; Commanding Generals, United States Army Air Defense Command and United States Continental Army Command; ZI Army commanders; Commanding General, Military District of Washington, U.S. Army; and major oversea commands are responsible for determination of the need for and the issue of DA Form 1095. Requests for this form will be limited to the quantity actually required to meet immediate individual needs. Letter request to include individual justification for each form requested will be addressed to The Adjutant General, ATTN: AGAO, Department of the Army, Washington 25, D.C.

65. Application. Application will be made in duplicate on DA Form 428 (Application for Identification Card). The responsible official will forward both copies of the application with the letter request to The Adjutant General, ATTN: AGAO, Department of the Army, Washington 25, D.C. The Adjutant General will indicate the card serial number in the appropriate block of both copies of the application and return one copy with the DA Form 1095 to the responsible official. The responsible official will have his issuing authority prepare and issue the card in accordance with paragraph 66. The recipient of the issued card will complete the appropriate blocks on the application acknowledging receipt and the date of receipt. This copy of the application will be retained by the issuing official until surrender and disposition of the card in accordance with paragraph 17.

66. Preparation. Each DA Form 1095 issued will contain a full face photograph prepared in accordance with paragraph 11, name, title of person to whom issued, signature of the recipient, command, fingerprints of right and left index fingers, physical description, the signature of the issuing officer or a subordinate designated by him, and the date of issue, and will be laminated between two sheets of clear plastic.

SECTION XI

SECURITY IDENTIFICATION CARDS AND BADGES

67. Scope and Purpose. *a.* This section prescribes minimum standards and specifications for security identification cards and badges for identification of appropriate military personnel, civilian employees, contractor employees, and visitors, as an aid in controlling the security of Army installations and activities, and critical and sensitive areas located thereon. Personnel identification systems are established for security reasons to—

- (1) Provide for the control of entry of personnel into installations and facilities.

- (2) Provide a practical system of positive identification of personnel who are authorized to have access to specific restricted areas.
- (3) Facilitate the control of circulation of personnel into, within, and out of restricted areas.
- (4) Provide a visible means of easily recognizing any limitations of movements or access of personnel within restricted areas.

b. Security identification cards and badges are issued in those instances where a system of personnel identification and control is required which is in addition to that provided by the standard identification media specified elsewhere in these regulations. Such security cards and badges will be issued to designated personnel before movement into, within, and out of specified installations, activities, or restricted areas can be affected.

68. Definitions. a. *Restricted area.* See AR 380-20.

b. *Identification badge.* For the purpose of these regulations, an identification badge as referred to herein may be—

- (1) A laminated or embossed identification badge with attachments which permit it to be fastened to the clothing or suspended from the neck.
- (2) A metal photographic identification badge.

69. Responsibilities. a. The decision as to the need for and use of security identification cards or badges, their withdrawal, or their reissue rests with the commanders of major commands and/or heads of Army staff agencies.

b. Commanders of major commands and heads of Army staff agencies are responsible for the procurement (except for DD or DA forms), preparation, issue, and use of completed identification cards and badges and for enforcing their policy on the use of such cards and badges as a security measure. Such responsibility may be delegated to installation commanders where appropriate.

c. Commanders of major commands and heads of Army staff agencies are responsible for necessary budgeting and funding for security identification cards (except for DD and DA forms) and badges. Such responsibility may be delegated to installation commanders where appropriate.

d. Commanders of major commands and heads of Army staff agencies may design the format of the security identification card or badge to be employed at their installation and activities, provided that such format meets the specifications as outlined in paragraph 70. In the case of metal photographic identification badges, commanders of major commands and heads of Army staff agencies will determine the size, color, shape, and design within the criteria established in paragraph 70.

e. Photographic services required in preparation of security identification cards and badges will be provided by existing photographic laboratories and agencies. Where laboratory facilities are not available, photographic services will be procured locally.

70. Specifications. a. Security identification cards and badges will be of a type or design and construction which will assure an acceptable degree of tamper resistance and which will meet or exceed the specifications listed herein.

- (1) *Security identification cards.* Laminated or embossed identification cards are considered to meet these specifications when they incorporate the following features:
 - (a) Contain an intricate background design, difficult to reproduce by normal photocopying.
 - (b) Contain an ink or dye on some part of the card which is noticeably affected by erasure or the heat required to alter or relaminate the card or badge.
 - (c) Identify as to installation or activity.
 - (d) Contain a recent clear photograph of the bearer, the size to be not less than 1 inch wide fraction and $1\frac{5}{16}$ inch in height. (If military personnel, indicate name and service number at the bottom of the picture. If civilian personnel, indicate name and category, i.e., employee, contractor, vendor, etc. at the bottom of the picture.) Where both cards and badges are employed, the photograph should be made from the same negative. New photographs will be taken whenever necessary to reflect significant physical changes in facial appearance.
 - (e) Include name and signature of the person to whom issued, date of birth, height, weight, color of hair and eyes, sex, right and left index fingerprint, and such other description as individually appropriate.
 - (f) Include the name, grade, title, and signature of validating official and individual card identification number.
 - (g) Indicate effective dates of the identification card.

- (h) The finished identification card will be approximately 2¼ inches wide and 3½ inches long after trimming.
 - (2) *Laminated or embossed identification badges.* The following features will be incorporated into laminated or embossed identification badges:
 - (a) Contain the specifications as outlined in (1) above.
 - (b) Include a clear space at the top edge of the badge, centerline, to permit punching of a 3/16-inch hole for attachment of a nonstaining, rust resistant clasp type fastener or insertion of a chain.
 - (c) Include distinctive color or other code designating portion or area of installation or activity for which badge is valid (color, number, letter, design, fluorescent inks, etc.).
 - (3) *Metal photographic identification badges.* Where metal badges are used, they are considered to meet acceptable standards when they incorporate the following features:
 - (a) Are tamperproof, to include lamination where considered necessary.
 - (b) Constructed of lightweight metal with a safety pin type clasp.
 - (c) Contain individual badge identification number.
 - (d) Contain the features outlined in (1) (a), (b), (c), (d), (g) and (2) (c) above.
- b. To afford maximum control over areas within an activity, access to which is not authorized to all personnel, additional personnel security features should be incorporated into the identification cards and badges for personnel employed within such areas or requiring access thereto. For such purposes, one or more or all of the following additional personnel security features may be adopted:
- (1) Watermarked insert paper prepared with a distinctive watermark for a specific location or area.
 - (2) Insert material paper which loses its fibrous strength during lamination. Tampering causes physical disintegration.
 - (3) Readily visible cross-threads or wires within the plastic cover sheets of the identification card or badge.
 - (4) Printing of the photograph on sensitized plastic material made according to the chemical formula of the plastic covers.
 - (5) Ink of a type which bleeds or changes color when it is exposed to solvents which dissolve plastic covers, or fluorescent inks.
 - (6) Embossed plastic or intricate design, or any similar device, which will make counterfeiting difficult.
- c. Nothing in these regulations will be construed as limiting the installation commander in incorporating additional security features in the security identification cards and badges for his command.
- 71. Classification, storage, and control.** a. Control procedures for the issue, turn-in, recovery, or expiration of security identification cards and badges will be established.
- b. The engraved plates and all printed or coded component elements or parts of the identification card or badge assembly will bear a minimum classification of CONFIDENTIAL—Modified Handling Authorized and will be stored, safeguarded, and accounted for as required by AR 380-5. The source of identification cards and badges will be controlled to prevent use by or distribution to unauthorized personnel.
- c. Identification cards and badges which are mutilated or defective, and cards and badges of discharged or transferred personnel, or personnel whose employment has been terminated will be treated as though CONFIDENTIAL—Modified Handling Authorized and will be destroyed in accordance with AR 380-5 and other pertinent regulations. Lost badges will be promptly invalidated.
- d. Security clearances will not be recorded on identification cards or badges.
- e. Commanders will establish policies providing for appropriate disciplinary action in cases where identification cards or badges issued for security purposes are lost through carelessness or negligence.
- 72. Visitors' identification badges.** Visitor badges will embody as many of the applicable features of the specifications outlined in paragraph 70

as are determined to be practicable. The use of photographs on visitor badges, although recommended and desirable, will be governed by time factors and the availability of rapid-type photographic processing equipment. In every instance, however, visitor badges will be of a distinctive color and design, bear an easily read serial number; indicate by letter, symbol, or color the area to which access is authorized, and in highly sensitive or critical areas will be supported by a visitor pass signed by the validating official. Visitor passes, when used, will be numbered serially and reflect name, access areas, time limit, escort requirements, and signature of validating official.

SECTION XII

IDENTIFICATION TAGS

74. Scope. This section provides for issue of identification tags to military personnel of the Army of the United States and to civilians overseas.

75. Use. Identification tags will be worn by each member of the Army of the United States at all times when in the field, when engaged in field training, when traveling in aircraft, when reporting to an Army medical treatment facility in the continental United States, or when outside the continental United States.

76. When issued. Identification tags will be issued as soon as practicable after entry into service.

77. Specifications. Identification tags are of Monel or other adopted metal, approximately 2 inches long by $1\frac{1}{8}$ inches wide, and about 0.025 inch thick, the corners rounded and the edges smooth. One tag will be suspended from the neck underneath the clothing by a 25-inch noncorrosive, nontoxic, and heat resistant material looped to form a necklace. The second tag will be fastened to the necklace below the first tag by a $2\frac{1}{2}$ -inch extension of the same material as the necklace.

78. Embossing. Each tag has a capacity of five lines of type, 18 spaces to the line, and will be embossed by a machine provided for that purpose as follows:

a. First line. Name of wearer: Last name, first name, middle initial. *Example:* Smith, John Z.

73. Display of identification cards or badges.

Where a system of personnel identification and control other than personal recognition is in effect, all personnel, military and civilian, regardless of official position, will be required to wear the identification badge in a conspicuous, uniform place as prescribed by the commander concerned, to permit ready recognition; or to carry on the person, available for display upon request, the identification card in the areas prescribed. These regulations will not be construed as being in conflict with other regulations governing the wearing of the uniform and authorized insignia.

When the space provided for the first line is insufficient to emboss the name as prescribed above, the first line will contain the last name only. The first name and middle initial will be placed on the second line. The information prescribed for each remaining line will be advanced to the succeeding line.

b. Second line. Beginning with the first space, Army service number; *for example:* RA 30611333.

c. Third line. First, and, if needed, second spaces, the letter or letters signifying the blood type (blood types are indicated by the symbols A, B, AB, or O).

d. Fifth line. The religious preference of wearer will be indicated on the fifth line. The examples listed herein were selected at random and without purpose other than to set forth a pattern for guidance. These examples may be adapted to fit the preference of the personnel concerned.

- (1) The designation will be spelled out where possible. *For example:*

| | |
|-------------------|----------------|
| Assemblies of God | House of David |
| Baptist | Jewish |
| Buddhist | Moslem |
| Church of God | Protestant |
| Eastern Orthodox | Roman Catholic |

- (2) If there are more than 18 letters and spaces in the designation, meaningful contractions and abbreviations will be used. *For example:*

| <i>Designation</i> | <i>Shortened title</i> |
|---|------------------------|
| American Evangelical Christian Church----- | Am Evan Chr |
| United Free Will Baptist ----- | United Free Bap |
| Christ Unity Science Church ----- | Christ Unity Sci |
| Evangelical Lutheran----- | Evang Luth |
| African Methodist Episcopal Church----- | Af Meth Episcopal |
| Conservative Amish Mennonite ----- | Con Amish Mennon |
| General Church of New Jerusalem ----- | Ch New Jerusalem |
| Bohemian and Moravian Brethren ----- | Boh Moravian Breth |
| North American Old Roman Catholic Church----- | Na Old Roman Cath |
| Orthodox Presbyterian Church ----- | Ortho Presbyterian |

- (3) The words "No preference" will be used when an individual prefers not to designate a preference or when the individual makes no statement.

79. Replacement. Identification tags currently in use will be changed only upon specific request. Religious preference was formerly indicated as follows: C for Roman Catholic, J for Jewish, P for Protestant, X for any other group that could not be included under one of the first three authorized symbols, and Y for a preference which the individual preferred not to designate or when the individual made no statement.

80. Civilian use. a. Identification tags may be [AG 200.2 (14 Sep 62) AGAO]

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

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issued to United States civilian employees, dependents of Army personnel, and to other United States nationals who are under the jurisdiction of the oversea commander. In addition, to use as identification in event of injury or accident, oversea commanders may prescribe issue to supplement local identification or as identification for routing purposes.

b. Tags so issued will identify the individual as a United States national, including name (as specified on passport or identification card) where applicable, date of birth, and sex. Religious preference will be recorded as shown in paragraph 78d. Dependents who are not citizens may be furnished, upon request, identification tags bearing the phrase "Dependent of United States National."

c. Oversea commanders who experience a considerable volume of requests for issuance of identification tags among employees and dependents will notify The Adjutant General, ATTN: AGAO-CP, Department of the Army, Washington 25, D.C., in order that agencies processing personnel for oversea movement may effect voluntary issue as part of standing operating procedure.

d. Civilian employees of the Department of the Army and dependents of such employees, and of military personnel, who are proceeding to Japan, Korea, ^{North} Okinawa will be issued identification tags and necklaces as a part of normal oversea processing.

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.



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